



**Warren County Board of Education
Administrative Offices
2548 Morrison Street
McMinnville, Tennessee 37110**

**John R. (Bobby) Cox, Ed. S.
Director of Schools**

**Telephone: (931) 668-4022
Fax: (931) 815-2685**

NOTICE TO BIDDERS

Sealed bids, subject to the conditions contained herein, will be accepted by the Warren County Financial Management Committee at the Warren County Administrative Building, Office of the Finance Department, 201 Locust Street, Suite 2, McMinnville, Tennessee, 37110, up to but no later than 10:00 A.M. Central Time on January 16, 2014 and then publicly opened and read for webhosting for the Warren County School System.

For specifications or more information regarding webhosting, please contact Warren County Schools Director of Technology Katrina Haley at 931-668-4022 ext. 227, or Warren County Finance Director Linda G. Hillis at (931) 473-2381 ext. 1001.

Employees of the selected contractor must have a sexual predator background check performed prior to entering any Warren County school grounds as per Tennessee Code Annotated Section 49-5-413.

The Warren County Financial Management Committee reserves the right to accept or reject any or all bids, to accept or reject any item thereon, to waive any irregularities in the bid or bidding and/or to abandon or postpone this project without any obligation to bidders. The Warren County Financial Management Committee will act as sole judge of the merit and qualifications of vendors and materials offered and accept whatever bid deemed to be in the best interest of Warren County. No bidder may withdraw their bid for a period of sixty (60) days after date set for opening of bids. The Financial Management Committee reserves the right to increase or decrease quantities.

In case of tie bids, Warren County, Tennessee reserves the right to negotiate with bidders.

By submission of this bid, the vendor agrees to all terms and condition stated therein.

No bids may be sent via e-mail or fax.

Bids will be awarded accordingly as prescribed by law, which states “lowest and best.” A Supreme Court ruling states that the discerning of best lies solely on those requesting the bid and not the bidder. No bidder may withdraw their bid for a period of sixty (60) days after date set of opening of the bids.

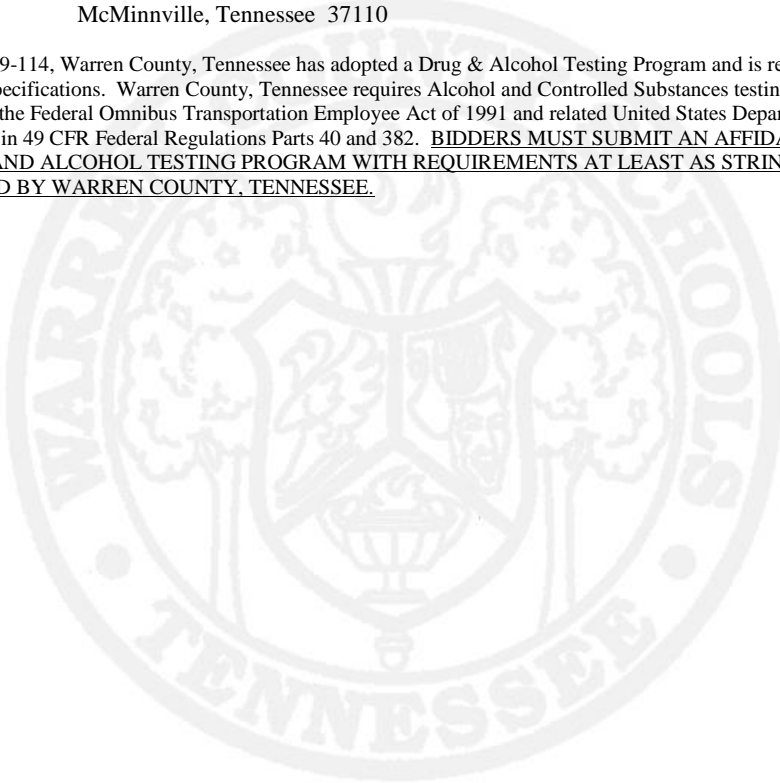
PUBLIC NOTICE
TITLE VI OF THE 1964 CIVIL RIGHTS ACT

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Bids must be received by January 16, 2014 at 10:00 A.M. Central Time to be considered.

Please return sealed bids to: Warren County Financial Management Committee
C/O Warren County Finance Department
Warren County Administrative Office Building
201 Locust Street, Suite 2
McMinnville, Tennessee 37110

Pursuant to T.C.A. § 50-9-114, Warren County, Tennessee has adopted a Drug & Alcohol Testing Program and is required to include this information in our bid specifications. Warren County, Tennessee requires Alcohol and Controlled Substances testing for Safety-Sensitive Positions as required by the Federal Omnibus Transportation Employee Act of 1991 and related United States Department of Transportation rules and regulations set forth in 49 CFR Federal Regulations Parts 40 and 382. BIDDERS MUST SUBMIT AN AFFIDAVIT THAT THE BIDDER OPERATES A DRUG AND ALCOHOL TESTING PROGRAM WITH REQUIREMENTS AT LEAST AS STRINGENT AS THAT OF THE PROGRAM OPERATED BY WARREN COUNTY, TENNESSEE.



The Warren County School District invites you to respond to a Request for Proposals for web hosting service for our school locations in the Warren County School District. This request is for web hosting services for 11 school sites and one district site. We have approximately 6600 students, 515 teachers, and 30 administrators.

This will be a one-year contract. Quoted prices must be planned to be effective starting July 1, 2014 and extend through June 30, 2015. **Your contact person for this bid will be Katrina Haley, Director of Technology, at 931-668-4022 ext. 227.**

The successful vendor will be required to participate in the Universal Service Fund and will provide the discount to the invoiced price. If Warren County School District does not receive USF funding for this project, Warren County School District may choose not to purchase these services.

A. Format, Due Date

Sealed proposals (no e-mails or fax) are **due no later than Thursday, January 16, 2014 at 10:00 A.M. Central Time.** Late proposals will not be considered. Submit responses to:

Warren County Financial Management Committee
C/O Warren County Finance Department
Warren County Administrative Office Building
201 Locust Street, Suite 2
McMinnville, Tennessee 37110

All submitted proposals will be considered the property of the Warren County School District.

All aspects of this project must comply with the Federal Communication Commission's competitive bidding requirement for Universal Service Fund (USF) support and services.

Three (3) copies of your completed proposal should be submitted.

B. Contract

The proposal should include a contract for proposed services. If the vendor does not wish to submit an actual contract with the proposal, a sample contract would be submitted with the proposal.

C. Services Requested

Web Hosting Services

This a request for Web hosting services for 11 school building sites, 6600 students, 515 teachers and 30 administrators. This service must be compatible with the current web content management system that we have in place.

D. Vendor Background

Company Information

List your company's legal name, address, and telephone number. Include parent company information if applicable.

Vendor Authorizations

Provide Company authorizations

Technical Support

Provide normal support hours. Provide technical certifications of all staff members.

Universal Service Participation

Vendor must participate in the Universal Service Fund program and provide SPIN.

References

Provide other school districts within this state as references.

F. Selection Process

A number of factors will influence the decision in selecting the vendor. These factors include a technical evaluation based upon the vendor's ability to deliver these services in a timely manner. Equally important is a vendor evaluation based upon vendor reputation, past performance with similar projects, service and support resources, knowledge of USF policies and procedures, etc.

Please note that Warren County School District will evaluate cost-effective solutions based on features, functionality, implementation difficulties, as well as cost, and is not obligated to select the lowest price bidder.

G. Exporting Information

The cost of exporting Warren County School's webpage information from our current web hosting software to a new selection would have to be included in this RFP if a new product is selected. **Please include price separately.**

Web Hosting Bid

Date:

Time:

Firm Name_____

Address_____

City/State/Zip_____

Phone Number_____

Print Name_____

Authorized Signature_____

E-mail address_____

Please attach this page to your proposal.

